

ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION

POSITION TITLE: SECURITY OFFICER TEAM LEADER

POSITION LOCATION: ASDB

POSITION REPORTS TO: Administrator

POSITION LEADS: Security Staff

MINIMUM QUALIFICATIONS: High School diploma or equivalent to GED. Minimum of four years' full-time experience in security field with roving patrol experience. Possess a valid Arizona Drivers License. Knowledge of and experience with various security systems, fire protection systems, emergency procedures, and public contact. Additional qualifying experience may be substituted for the educational requirements on a month-for-month basis.

PREFERRED QUALIFICATIONS: Documented training and/or classes, courses in the field of security operations. Five years' experience in security functions with an emphasis on school systems. Background in security supervision.

MAJOR DUTIES AND RESPONSIBILITIES: Develops policies and operating procedures for the department. Directs, instructs, and counsels security staff. Participates in the planning phase for the next budget period by compiling past expenditure figures and estimating future costs; maintains budget for the security department. Conducts team meetings. Develops, implements, and trains campus-wide lock-down procedures to all departments. Ensures that students, staff, and agency assets are properly and adequately protected by active involvement in security functions, including but not limited to conducting security patrols of all areas of the campus on a frequent but irregular basis for the purpose of fire detection, intruder detection, safety hazards, and any unusual conditions. Maintains strict security that authorized employees possess only the proper keys. Provide assistance to students, staff, and visitors with regard to emergency conditions, information, traffic and parking control, and when appropriate "crowd control" at special events. Notification of proper personnel in the event of fire, fire alarms, malfunctioning equipment; i.e., gas or water leaks, irrigation systems, lighting, sprinklers, etc. Directs vendors, delivery drivers, and construction crews to proper delivery and job sites. Schedules and conducts fire drills. Maintains complete chronologically accurate shift logs. Tracks campus crime statistics. Enforces agency/campus policies regarding traffic and parking citations. Acts as liaison between school and state or local police departments. Enforces restraining and protection orders. Coordinates efforts with staff and local law enforcement officers to conduct searches for weapons, illegal drugs. Performs other related tasks as required.

KNOWLEDGE AND SKILLS: Ability to restrain an individual without injury to self or others; ability to manage aggressive behavior and deal with stressful situations involving students, staff, and visitors while maintaining control of self and the situation. Ability to perform security duties of some difficulty; ability to deal with the public; sound judgment and ability to make quick decisions in the event of an emergency; ability to make written reports. Good knowledge of security procedures and fire inspection methods.

SPECIAL REQUIREMENTS/CONDITIONS: Must utilize appropriate personal protective equipment as required. Must pass a beginning sign language class at one year of employment. Must complete crisis intervention training and CPR classes within one year of employment.